

**BY ORDER OF
THE COMMANDANT**

**AIR FORCE INSTITUTE OF TECHNOLOGY
INSTRUCTION 61-102**

31 OCTOBER 1997



Scientific/Research and Development

**AIR FORCE INSTITUTE OF TECHNOLOGY
POLICY ON THE SUPPORT OF RESEARCH**

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OPR: AFIT/CF (Dr. James Horner)
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This instruction applies to all faculty, staff, and students of the Air Force Institute of Technology (AFIT). It establishes AFIT policy on page charges for technical papers authored by the Institute faculty, staff, and students.

SUMMARY OF REVISIONS

Schools' research advisors are responsible for budgeting necessary funds for all AFIT operations. Authors certify delivery and submit certification to appropriate research advisor. AFLC/AFSC Form 36, Purchase Request, is replaced by AF Form 9, Request for Purchase.

1. Institute Policy on Research. It has been the policy of the Air Force Institute of Technology (AFIT) to encourage and support the publication and dissemination of scientific and technical information, particularly that resulting from government-sponsored research and development programs. In support of this, AFIT's policy is to pay for page charges for technical papers authored by its faculty, staff, and students; assuming resources to do so are available. Page charges for publication of scientific research results in scientific and professional journals will be budgeted for and paid as a necessary part of research costs. At the direction of the school's head of research and consulting, the appropriate research advisor will be responsible for budgeting the necessary funds for all AFIT operations. The criteria for honoring page charge bills submitted by publishers are as follows:

- 1.1. The research papers report work supported by the government.
- 1.2. The charges are levied impartially on all research published by the journal, whether by non-government or by government authors.

1.3. Payment of such charges is not a condition for acceptance of manuscripts by the journal.

1.4. Journals involved are not operated for profit.

1.5. Article lists AFIT as the institutional affiliation of the first author. Exceptions must be approved by a school's head of research and consulting.

2. Required Action.

2.1. Upon receipt of notification of acceptance of an eligible paper for publication, the author will submit an AF Form 9, Request for Purchase, to the school's head of research and consulting in accordance with Attachment 1. Also, if applicable, the author will submit a letter to the publisher in accordance with Attachment 2.

2.2. Upon receiving reprints from the publisher, the author will submit two copies of these reprints to the school's head of research and consulting.

2.3. Upon receiving an invoice for reprints from the publisher, the author (or his/her academic department) will certify delivery and submit the certification to the appropriate research advisor in their school.

2.4. *A Note of Caution.* Although it is normally the policy of the government to support the publication of research by paying page charges, the government is not obligated to do so. Therefore, authors should be very careful not to give the impression that payment is automatic, or to imply that they can obligate the government to make such payment. Scientific journals should be informed that payment will be made only after the approval of the proper military authority.

JOHN H. RUSSELL, Colonel, USAF
Commandant
Air Force Institute of Technology

Attachments:

1. Sample AF Form 9
2. Sample Request Letter

SAMPLE REQUEST LETTER

(Date)

AFIT/EN Bldg 640
2950 P Street
Wright-Patterson AFB OH 45433-7765

American Institute of Physics
Director, Publications Division
335 East 45th Street
New York NY 10017

Dear Sir

On this date, a Request for Purchase was submitted to cover charges for publication of "Improving the Reliability of Nd: Glass Mode-locked Lasers," by Major John E. Doe.

While I am not permitted to commit the United States Air Force to pay the publication charge, there is no reason to believe that the request will not be honored and paid as in the past.

Sincerely

JOHN E. DOE, Major, USAF
Assistant Professor
Department of Physics
Graduate School of Engineering
Air Force Institute of Technology

Attachment:
Reprint Order Form